



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: COMMUNITY DEVELOPMENT SPECIALIST I - V

DEFINITION: Performs progressively more complex professional support or coordination for the delivery of grant-funded programs, activities, and services to further housing, economic development, redevelopment, workforce development, and/or neighborhood services.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Under close supervision, performs entry-level professional work;
- Grade Level II - Under general supervision, performs more difficult professional work; requires a minimum of one (1) year of recent full-time professional experience* offering specific and substantial preparation for the duties of the position;
- Grade Level III - Under direction, performs journey-level duties of the classification; requires a minimum of two (2) years of recent full-time professional experience* offering specific and substantial preparation for the duties of the position;
- Grade Level IV - Under direction, performs more complex duties of the classification; requires a minimum of three (3) years of recent full-time professional experience* offering specific and substantial preparation for the duties of the position;
- Grade Level V - Under direction, performs most complex and difficult duties of the classification; requires a minimum of four (4) years of recent full-time professional experience* offering specific and substantial preparation for the duties of the position.

* Specific qualifying experience for each specialty area will be contained in the job bulletin; A Master's Degree in Business, Public Administration, or closely related field from an accredited college or university may be substituted for up to one (1) year of the required professional experience.

EXAMPLES OF DUTIES:

- Performs economic analysis and provides technical business assistance;
- Designs and maintains website and/or geographic information system (GIS);
- Provides business development services;
- Markets business assistance programs and services;
- Researches and markets business technology;
- Administers housing loan assistance programs;
- Performs inspections and monitors construction work for housing rehabilitation programs;
- Provides career guidance, job counseling, and other workforce development services;

- Conducts public presentations and represents the Department of Community Development at public meetings and events;
- Prepares grant reports and other correspondence;
- Serves as liaison to task forces or committees;
- Maintains client and program files and reports;
- Prepares budget documents and reports;
- Interprets complex local, State or Federal regulations;
- Coordinates the development and administration of small business loans;
- Coordinates and supervises subordinates for rental housing assistance programs;
- Coordinates the training of neighborhood improvement staff and community leaders;
- Coordinates a variety of complex real estate development projects;
- Coordinates and implements a variety of redevelopment projects and programs;
- May coordinate or provide professional support in the development, implementation and administration of a variety of other programs, projects or activities;
- May supervise the activities of subordinates
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, or closely related field.

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

A valid motor vehicle operator's license may be required for some positions.

Some positions may require working overtime, weekends, and evenings.

Bi-lingual skills are highly desirable for some positions.

HISTORY:

Classification Created: 09/11/02

Approved/Adopted: 09/11/02